

## **BUDGET, FINANCE & INVESTMENT COMMITTEE**

**August 4, 2011**

**5:30 P.M.**

**Courthouse**

### **MINUTES:**

#### **Members Present:**

Comm. Charlie Baum  
Comm. Joe Frank Jernigan  
Comm. Will Jordan  
Comm. Robert Peay, Jr.  
Comm. Steve Sandlin  
Comm. Doug Shafer  
Comm. Joyce Ealy, Chrm.

#### **Others Present:**

Ernest Burgess  
Teb Batey  
Comm. Allen McAdoo  
Melissa Stinson  
Jay Brown  
Heather Dawbarn  
Dana Garrett

#### **Others Present:**

Mike Nunley  
Ben Mankin  
Sheriff Robert Arnold  
Joe Russell  
James Farris  
Scott Broden  
Elaine Short

Chairman Joyce Ealy presided and called the meeting to order with all members being present.

### **APPROVE MINUTES:**

The minutes of the June 20 and June 22, 2011 Budget Committee meetings were presented for approval

Comm. Jordan moved, seconded by Comm. Shafer to approve both sets of minutes as presented.

The motion passed unanimously by acclamation.

### **INVESTMENT REPORT:**

Mr. Teb Batey, Trustee, presented the monthly Investment Report for the use and information of the committee advising that one bid occurred during the past month with \$1,000,000 going to Beacon Federal at a rate of .70% for one year; and \$4,000,000 going to First Tennessee Bank at .50% for one year. The LGIP interest rate for the month was .14%.

Comm. Jernigan moved, seconded by Comm. Peay to approve the monthly Investment Report as presented.

The motion passed unanimously by acclamation.

### **FUND CONDITION REPORTS:**

The Finance Director presented the Fund Condition Reports for the months ending June 30, 2011 and July 31, 2011.

The Finance Director advised that the Development Tax collections for the Fiscal Year ending June 30, 2011 totaled \$865,500 with \$81,750 being collected in June.

This compared to the prior year when a total of \$1,395,000 was collected for Development Tax with \$137,250 being collected in June 2010.

Finance Director Nolen advised that at the end of June, the fund cash balances totaled \$146,731,715.57 with \$144,781,580.87 being operating funds and \$1,950,134.70 being borrowed funds.

This compared to June, 2010 when the total cash balances were \$150,754,688.43 with operating funds being \$140,168,883.04 and borrowed funds being \$10,585,805.39.

The Finance Director presented a comparison of revenue collections for the past six years and

depositing all fees into the General Fund; and the revenue received from cities for the four-year billing cycle for their share of reappraisal costs.

The increase in revenue for the Solid Waste/Sanitation Fund was due to the sale of recycled materials, which is now being done in-house.

The Highway Fund experienced a decrease in Other Local Revenue, because the sale of supplies and materials was less, and the interest earnings were less.

In the General Purpose School Fund, the revenue from the State of Tennessee increased by 5.8% over the prior year. The interest earnings were less than the prior year.

Regarding expenditures, the Finance Director explained that \$3,296,103 was not spent in the General Fund at June 30. The Election Commission returned \$92,289 with almost \$77,000 being salary and benefits. The Property Assessor and Reappraisal budgets had \$233,081 left over at the end of the year with almost \$64,000 being salaries and wages. \$123,500 was related to a computer upgrade that did not happen. The appropriation for this was carried forward to the 2011-12 budget. The Sheriff's Department returned \$453,708 to the ending fund balance with \$168,800 being salaries and benefits. In the Jail budget, \$218,529 was left over at the end of the Fiscal Year. The Correctional Work Center returned \$203,064 with \$120,000 being salaries and benefits. Emergency Management had \$312,475 left over at the end of the year, which was primarily Homeland Security money. The Health Department, Dental, and Other Local Health budgets returned \$193,621 at the end of the year with most of that being for the state contract. In Other Economic & Community Development, \$297,900 was returned to the ending fund balance and re-budgeted in the 2011-12 budget for the HOME Grant. In the Energy Efficiency Block Grant, \$110,979 was left at the end of the year, and was re-budgeted in the 2011-12 budget.

The Finance Director reviewed the Statement of Operations for all funds, which reflected the actual revenue received and the actual expenditures at June 30 instead of budgeted numbers. For most funds the actual revenue exceeded the appropriations. She explained the Estimated Assigned Fund Balance in the General Fund of \$2,184,036 and \$6,460,539 in the General Purpose School Fund as that portion of the fund balance being used to fund the 2011-12 budget.

The Finance Director next reviewed the Statement of Operations for the month ending July 31, 2011 showing that the estimated ending fund balance for the General Fund as of June 30, 2012 was \$13,606,561 or 18.5%.

The Finance Director advised that later in the meeting amendments would be requested for approval with a total of \$724,000 being requested from Unassigned Fund Balance. If all of the amendments are approved, the amended estimated ending fund balance would be \$12,883,000 or 17.3%.

Comm. Baum stated that during the budget proceedings, he believed it was stated that \$1.1 million was spent from the Unassigned Fund Balance last year over the course of the entire year. He stated that in comparison approving \$724,000 now would be close to what was spent last year for the entire year.

The Finance Director stated that it was a large amount, but she was not surprised at the request,

because the Sheriff had stated that he would be requesting funding to purchase as many Crown Victoria vehicles as he could.

Mayor Burgess advised that of the \$724,000, the Sheriff would be requesting \$550,000 for vehicles.

The Finance Director explained that during the month of July, not a lot of revenue was collected due to the fact that the county's books from the prior year remained open for most of the month.

Following discussion, Comm. Jernigan moved, seconded by Comm. Shafer to approve the Fund Condition Reports for the months ending June 30, 2011 and July 31, 2011 as presented.

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The Finance Director directed the committees' attention to the fund cash balances for the month ending July 31, advising that the total cash balances were \$139,480,751 with \$122,466,171 being operating funds and \$16,914,580 being borrowed funds. She explained that the \$15 million Interfund Capital Outlay Note had been issued from the Debt Service Fund to Fund 189, Other Capital Projects Fund resulting in a cash balance for the Debt Service Fund of \$18,973,527 compared to \$33,246,219 for July, 2010.

Following discussion, the motion to approve the Fund Condition Reports for the months ending June 30, 2011 and July 31, 2011 as presented passed unanimously by acclamation.

COMMISSIONER ALLEN MCADOO:

Chairman Ealy advised that at the June Commission meeting, Commissioner McAdoo expressed some concerns to her regarding the 2011-12 budget. She explained that since his concerns would change so many line items in the budget, she requested that Commissioner McAdoo delay his concerns instead of bringing it up at the Commission meeting. She assured Commissioner McAdoo that she would put him on the Budget Committee's August agenda. She explained that Comm. McAdoo had worked with the Finance Director in developing the budget amendment to be presented.

Comm. McAdoo explained that prior to the June Commission meeting, some employees and fee officers confronted him about the county's pay plan and how the step increases were established. He explained that a 1.75% increase had been granted to approximately one-half of the employees during the budget process with the other half of the employees receiving increases the previous year. He stated that there were not pay increases for the employees who topped out. He stated that in his mind he assumed that if an employee topped out, it must mean that they had a healthy salary, but he stated that was not the case. He stated that some employees topped out with a salary of \$27,000. He stated that in the last four years, those employees received pay increases of only 1% to 2% when the pay table was increased. He stated that prior to the June Commission meeting; he received a preliminary estimation from the Finance Director of approximately \$76,000 for employees in the General Fund. After analyzing the cost more closely, it has been determined that the County General Fund would be affected by approximately \$32,000 for 40 employees. He stated that funding this discrepancy would not affect the property tax rate.

Comm. McAdoo stated that the Budget Committee and the County Commission might have to address the salaries for the employees who top out each year.

The Finance Director explained that she looked at the employees who have been topped out since 2007-2008 and who have been topped out since then. In looking at what they were paid in 2007-08 and what they are scheduled to be paid this year, there has only been a 2% increase over that time period. Mrs. Nolen explained that there was a 3.5% increase between steps for

those employees who were eligible to receive step increases every two years. In working with Comm. McAdoo, it was proposed to look at a half step increase or 1.75% for those employees who have been topped out since 2007-08.

Comm. McAdoo explained that in prior years, the fee offices have agreed to give the same pay increases to their employees as other county employees. He stated that some of the fee offices have said that if the county cannot compromise on this, they would want to go back to adjusting their employees' salaries separately from other county employees.

The Finance Director agreed that the cost to adjust the salaries and benefits for the employees who have topped out in the General Fund would be \$32,370, and the cost for the Ambulance Fund employees who have topped out would be \$12,240.

Approval of the following budget amendment was requested in order to adjust the salaries by 1.75% and the related benefits for the employees in the General Fund who have been topped out on the salary scale since 2007-08:

From: 101-39000 Unassigned Fund Balance \$32,370		
County Mayor's		
To:	101-51300-161 Secretary	\$ 2,340
	101-51300-201 Social Security	150
	101-51300-204 State Retirement	300
	101-51300-209 Disability Ins	10
	101-51300-212 Medicare	40
Election Commission		
	101-51500-189 Other Salary & Wages	600
	101-51500-201 Social Security	40
	101-51500-204 State Retirement	80
	101-51500-209 Disability Ins	10
	101-51500-212 Medicare	10
Register of Deeds		
	101-51600-106 Deputies	1,050
	101-51600-201 Social Security	70
	101-51600-204 State Retirement	140
	101-51600-209 Disability Ins	10
	101-51600-212 Medicare	20
Planning & Engineering		
	101-51720-161 Secretary	540
	101-51720-201 Social Security	40
	101-51720-204 State Retirement	70
	101-51720-209 Disability Ins	10
	101-51720-212 Medicare	10
County Buildings		
	101-51800-166 Custodial Personnel	480
	101-51800-201 Social Security	30
	101-51800-204 State Retirement	70
	101-51800-209 Disability Ins	10
	101-51800-212 Medicare	10

Accounts & Budgets	
101-52100-119 Accountants	\$2,000
101-52100-189 Othr Sal & Wgs	1,050
101-52100-201 Social Security	190
101-52100-204 State Retirement	390
101-52100-209 Disability Ins	10
101-52100-212 Medicare	50

Property Assessor	
101-52300-106 Deputies	1,800
101-52300-201 Social Security	120
101-52300-204 State Retirement	230
101-52300-209 Disability Ins	10
101-52300-212 Medicare	30

Reappraisal	
101-52310-106 Deputies	1,230
101-52310-201 Social Security	80
101-52310-204 State Retirement	160
101-52310-209 Disability Ins	10
101-52310-212 Medicare	20

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County Clerk	
101-52500-106 Deputies	5,250
101-52500-201 Social Security	330
101-52500-204 State Retirement	670
101-52500-209 Disability Ins	20
101-52500-212 Medicare	80

Sheriff	
101-54110-107 Detectives	1,680
101-54110-112 Youth Service Officer	840
101-54110-189 Other Salary & Wages	3,770
101-54110-201 Social Security	390
101-54110-204 State Retirement	800
101-54110-209 Disability Ins	20
101-54110-212 Medicare	100

Jail	
101-54210-115 Sergeants	940
101-54210-201 Social Security	60
101-54210-204 State Retirement	120
101-54210-209 Disability Ins	10
101-54210-212 Medicare	20

Workhouse	
101-54220-161 Secretary	750
101-54220-201 Social Security	50
101-54220-204 State Retirement	100
101-54220-209 Disability Ins	10
101-54220-212 Medicare	20

Building Codes

101-54510-106 Deputies	1,050
101-54510-201 Social Security	70
101-54510-204 State Retirement	140
101-54510-209 Disability Ins	10
101-54510-212 Medicare	20

Local Health Center	
101-55110-189 Other Salary & Wages	690
101-55110-201 Social Security	50
101-55110-204 State Retirement	90
101-55110-209 Disability Ins	10
101-55110-212 Medicare	20

Other Local Health Svcs	
101-55190-131 Medical Personnel	540
101-55190-201 Social Security	40
101-55190-204 State Retirement	70
101-55190-209 Disability Ins	10
101-55190-212 Medicare	10

Approval of the following budget amendment was requested for the Ambulance Service Fund to adjust the salaries by 1.75% and the related benefits for those employees who have been topped out on the salary plan since 2007-08:

From: 118-34730 Assigned For Public Health	\$12,240	
To: 118-55130-101 County Off/Admin	\$1,480	
118-55130-105 Supervisor/Director	5,500	
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118-55130-119 Accountants	750
118-55130-133 Paraprofessionals	2,410
118-55130-201 Social Security	630
118-55130-204 State Retirement	1,290
118-55130-209 Disability Ins	30
118-55130-212 Medicare	150

Comm. Jordan asked if Mrs. Stephenson knew about this situation, and if this would be an annual adjustment.

The Finance Director advised that Mrs. Stephenson was aware of the situation.

Mayor Burgess stated that the only way this situation could be prevented would be to increase the pay table every year. He stated that the situation would have to be re-visited every year. He stated that the table had only been increased by 1% twice since before 2007.

The Finance Director stated that next year, in order to be consistent, and if the pay table is not increased, the people who have topped out would need to be reviewed again.

Comm. Shafer stated that he was under the impression that when the step pay plan was implemented it was developed in a way to keep county employees within 33% to 50% of the median salaries compared to surrounding county employees.

The Finance Director explained that in 2005-06, the median salary was calculated to be someone who had been employed for at least 10 years. She stated that was considered the average pay. She stated that there was a weight given to other county governments, other city

governments, and the private sector.

Comm. Shafer clarified that the 1.75% increase would only be given to those employees who have topped out.

The Finance Director and Mayor Burgess advised that the employees being considered for the increase have been topped out since 2007-08.

Comm. Peay stated that he believed this situation should go through the HR Department to conduct a new study of the salaries and the pay grades, and then let the commissioners decide if the salaries need to be increased across the board. He stated that he did not think it should be arbitrarily decided to give these people a pay increase.

The Finance Director explained that the way she looked at it was that there was a group of people who had obviously been with the county a long time, and so they have topped out. There are employees who have been with the county less time who are receiving step increases, and they are catching up to the employees who have topped out.

Mayor Burgess advised that the HR Department would be re-evaluating the pay table, but he stated that would take some time to complete. He stated that he was in favor of increasing the salaries this one time, and then he stated that the entire process should be studied.

Following discussion, Comm. Jordan moved, seconded by Comm. Sandlin to approve the 1.75% increase to the salaries for those employees who have been topped out since 2007-08 for both the General Fund and the Ambulance Service Fund; and additionally, to approve the budget amendment totaling \$32,370 for the General Fund and \$12,240 for the Ambulance Service Fund to provide the funding for the salary increases and the related benefits as presented.

Comm. Baum stated that he was concerned about the Unassigned Fund Balance in general and that the committee had stated that they were going to be vigilant and watch how much money was being spent from the fund balance. He stated that \$1.1 million was taken from the Unassigned Fund Balance during all of last year, and it was being proposed to appropriate \$724,000 from the Unassigned Fund Balance at the first Budget Committee meeting of the new

fiscal year. He asked the Finance Director if she had any sense as to how much would be needed from fund balance moving forward through subsequent Budget Committee meetings. He stated that it seemed that the county was moving at a fast pace to spend money from the fund balance account.

Mayor Burgess stated that unless there were some surprises on things such as utilities, he was hopeful that there would not be anything that would have to be considered.

Comm. Peay stated that he was not comfortable voting in favor of the motion, and that he needed more time to look at it closer.

Comm. Shafer stated that he was a county employee, but that the proposal being considered did not affect him.

Following discussion, the motion to approve the 1.75% increase to the salaries for those employees who have been topped out since 2007-08 for both the General Fund and the Ambulance Service Fund; and additionally, to approve the budget amendment totaling \$32,370 for the General Fund and \$12,240 for the Ambulance Service Fund to provide the funding for the salary increases and the related benefits as presented passed by roll call vote with

Commissioner Peay voting “no”.

#### INSURANCE REPORT:

Mrs. Melissa Stinson, Insurance Director, presented the monthly Insurance Financial Report for the month ending June 30, 2011. She advised that the cost for the medical, dental and vision plan at the end of June was \$731.23 per employee per month. The year-to-date average cost was \$657.28 per employee per month. This compared to \$686.70 for the year-to-date average costs for the prior year.

When including the CareHere costs, the monthly costs were \$780.87 per employee per month, with the year-to-date average costs being \$689.01. This compared to \$718.92 for the average cost per employee for the prior fiscal year resulting in a downward trend of 4.2%.

Regarding the Work Injury Performance, the claims costs at the end of June totaled \$972,976.98. At the end of June 2010, the Workers’ Compensation claims costs were \$445,880. For the fiscal year ending June, 2011, the Workers’ Compensation claims costs were \$535,182. She explained that represented closing out some old workers’ compensation claims.

At the end of June, 2010, the OJI claims costs were \$515,113. For the fiscal year ending June, 2011, the OJI costs were \$439,348. She advised that the OJI claims costs were experiencing a downward trend.

Following review, Comm. Peay moved, seconded by Comm. Jernigan to approve the monthly Insurance Financial Report as presented. The motion passed unanimously by acclamation.

#### RECOMMENDATION TO AWARD LONG-TERM DISABILITY TO CIGNA:

Mrs. Stinson introduced Jay Brown with Cowan Benefits advising that his organization represented both of the carrier options considered for the long-term disability insurance.

Mrs. Stinson explained that Hartford was the current carrier for the long-term disability. At the time of the RFP, Hartford’s costs were \$0.22 per \$100 of payroll. During the bid process, Hartford proposed a one-half cent reduction. Compared to the other finalists considered, Hartford was not the lowest option.

The Insurance Committee considered the long term disability proposals from Lincoln Financial and CIGNA, who were the two finalists selected by a sub-committee.

Lincoln Financial submitted a bid of \$0.178 per \$100 of payroll with the total monthly cost being \$29,852.16 and total annual cost of \$358,225.93.

CIGNA submitted a bid of \$0.185 per \$100 of payroll with monthly costs of \$31,026.12 and annual costs of \$372,313.47.

Mrs. Stinson explained that it would appear that Lincoln Financial submitted the proposal with the lowest costs. However, CIGNA provided a caveat of a multi-line discount. She explained that represented a 1% discount of the ASO fee paid annually for medical administration. She advised that would amount to approximately \$20,000 annually. After factoring in the \$20,000 annual discount from CIGNA, they became the lowest carrier option. She also advised that the CIGNA proposal provided some enhancement in benefits to employees. With those two factors combined, the Insurance Committee voted to recommend CIGNA as the carrier for the long-term disability effective January 1, 2012.

It was also noted that CIGNA provided a three-year rate guarantee.



Following review, Comm. Sandlin moved, seconded by Comm. Shafer to authorize the County Mayor to execute all necessary documents to award the long-term disability to CIGNA effective January 1, 2012 with a cost of \$0.185 per \$100 of payroll including a multi-line discount for the medical administration ASO fee. The motion passed unanimously by roll call vote.

GRANT CONTRACT WITH TENNESSEE DEPARTMENT OF HEALTH FOR THE PROVISION OF LOCAL HEALTH SERVICES AND AGREEMENT FOR THE PROVISION OF EMPLOYEE’S SERVICES:

Mrs. Dana Garrett, Health Department Director, was present to request approval the annual Grant Contract with the Tennessee Department of Health in the amount of \$1,779,900 for the provision of local county health services for the period of July 1, 2011 through June 30, 2012. This grant is already included in the 2011-12 budget, and the grant provides that the State will reimburse the county for the amount expended.

Secondly, Mrs. Garrett requested approval of an Agreement with the Tennessee Department of Health authorizing the use of \$7,927.00 of the direct appropriation from Rutherford County to the Tennessee Department of Health for the purpose of providing funds toward the salary for the director.

Following review, Comm. Sandlin moved, seconded by Comm. Jernigan to authorize the County Mayor to execute the annual Grant Contract with the Tennessee Department of Health in the amount of \$1,779,900 for the provision of local county health services; and additionally, to execute the Salary Agreement authorizing the use of \$7,927.00 of the direct appropriation from Rutherford County to the Tennessee Department of Health for the purpose of providing funds toward the salary for the Health Department Director for the period of July 1, 2011 through June 30, 2012. The motion passed unanimously by roll call vote.

AMBULANCE SERVICE FUND BUDGET AMENDMENT:

Mr. Mike Nunley, Ambulance Service Director, requested approval of the following budget amendment to appropriate the remaining funds received in the prior fiscal year from the E-911 Board for the purpose of providing funds for dispatch training:

From: 118-34730 – Assigned for Public Health & Welfare -	\$16,000
To: 118-55130-355 – Travel -	\$ 4,000
118-55130-196 – In-Service Training -	12,000

Comm. Sandlin moved, seconded by Comm. Jordan to approve the budget amendment for the Ambulance Service Fund as requested amending \$16,000 from Account 118-34730, Assigned for Other Public Health, with \$4,000 to Account 118-55130-355, Travel, and \$12,000 to Account 118-55130-196, In-Service Training. The motion passed unanimously by roll call vote.

**GENERAL FUND BUDGET AMENDMENTS**

COUNTY CLERK:

The Finance Director advised that during the budget process, the HR Director was reviewing the salaries in the County Clerk’s Office. Two corrections were not received until after the budget was adopted. Mrs. Nolen requested approval of the following budget amendment for

the County Clerk's Office to correct salaries that were not received until after the budget was adopted:

From:	101-39000 – Unassigned Fund Balance -	\$ 6,870
To:	101-52500-106 – Deputies -	\$ 5,695
	101-52500-201 – Social Security -	355
	101-52500-204 – State Retirement -	720
	101-52500-209 – Disability Insurance -	15
	101-52500-212 – Employer Medicare -	85

Comm. Jernigan moved, seconded by Comm. Sandlin to approve the budget amendment for the County Clerk's Office as requested to correct the salaries and benefits that were not received until after the budget was adopted amending \$6,870 from Account 101-39000, Unassigned Fund Balance, with \$5,695 to Account 101-52500-106, Deputies, \$355 to Account 101-52500-201, Social Security, \$720 to Account 101-52500-204, State Retirement, \$15 to Account 101-52500-209, Disability Insurance, and \$85 to Account 101-52500-212, Employer Medicare. The motion passed unanimously by roll call vote.

#### DRUG COURT:

The Finance Director requested approval of the following budget amendment to correct the salary of one person in the Drug Court's budget who was due a step but was overlooked in the budget process:

From:	101-39000 – Unassigned Fund Balance -	\$ 1,414
To:	101-53330-189 – Other Salaries/Wages -	\$ 1,164
	101-53330-201 – Social Security -	75
	101-53330-204 – State Retirement -	150
	101-53330-209 – Disability Insurance -	5
	101-53330-212 – Employer Medicare -	20

Comm. Jordan moved, seconded by Comm. Shafer to approve the budget amendment for the Drug Court as requested to correct the salary and benefits for an employee who was due a step increase but was overlooked in the budget process amending \$1,414 from Account 101-39000, Unassigned Fund Balance, with \$1,164 to Account 101-53330-189, Other Salaries & Wages, \$75 to Account 101-53330-201, Social Security, \$150 to Account 101-53330-204, State Retirement, \$5 to Account 101-53330-209, Disability Insurance, and \$20 to Account 101-53330-212, Employer Medicare. The motion passed unanimously by roll call vote.

#### DOMESTIC VIOLENCE:

The Finance Director advised that the Domestic Violence Coordinator had submitted her resignation. She stated that it was hoped that the position could be filled as soon as possible. She explained that since there were sufficient funds in the reserve account, it was being requested to fund the payment of her accumulated leave and to provide funding for additional part-time to facilitate training the new coordinator. Mrs. Nolen explained that Ms. Fone was willing to come back to train the new coordinator. She explained that there were only two full time positions in the Domestic Violence Department. One of the full time positions is a prosecutor that resides at the District Attorney's Office. Both positions have been vacated, and both positions will be filled. Mrs. Nolen requested approval of the following budget amendment:

From:	101-34520 - - VAA – Restricted for Administration of Justice -	\$8,940
To:	101-53930-189 – Other Salaries/Wages -	\$5,905
	101-53930-169 – Part-Time Personnel -	1,720
	101-53930-201 – Social Security -	475
	101-53930-204 – State Retirement -	750
	101-53930-212 – Employer Medicare -	90

Following review, Comm. Jernigan moved, seconded by Comm. Peay to approve the budget amendment for the Domestic Violence Department to provide funding to pay the accumulated leave and the related benefits for the coordinator who has resigned and to provide funding for additional part time to facilitate in training the new coordinator by amending \$8,940 from Account 101-34520—VAA, Restricted for Administration of Justice, with \$5,905 to Account 101-53930-189, Other Salaries & Wages, \$1,720 to Account 101-53930-169, Part-Time Personnel, \$475 to Account 101-53930-201, Social Security, \$750 to Account 101-53930-204, State Retirement, and \$90 to Account 101-53930-212, Employer Medicare. The motion passed unanimously by roll call vote.

COUNTY FIRE DEPARTMENT:

The Finance Director requested approval of the following budget amendment to appropriate insurance proceeds received in the prior fiscal year for damages to Station One to Maintenance and Repair of Buildings:

From:	101-39000 – Unassigned Fund Balance -	\$ 1,169
To:	101-54320-335 – Maint./Repair Buildings -	\$ 1,169

Comm. Peay moved, seconded by Comm. Shafer to approve the budget amendment for the County Fire Department to appropriate insurance proceeds received in the prior fiscal year for Maintenance & Repairs to Station One by amending \$1,169 from Account 101-39000, Unassigned Fund Balance, to Account 101-54320-335, Maintenance & Repair Services – Buildings. The motion passed unanimously by roll call vote.

REGISTER OF DEEDS:

Mrs. Heather Dawbarn, Register of Deeds, requested approval of the following budget amendment to appropriate funds from the Register’s Data Processing Reserve Account to continue the back-scanning project to include index books. She stated that she was very pleased with the current vendor, and they have been restoring old indexes. She stated that the vendor was still available, and she would save money by having the vendor continue the scanning project. She stated that it would cost an additional \$6,000 to continue the scanning project:

From:	101-34510 - - RDEP – Restricted for General Government -	\$ 6,000
To:	101-51600-317 – Data Processing Services -	\$ 6,000

Mrs. Dawbarn explained that the money would be coming from the data processing fee that her office collected and it could only be used for data processing services. Mrs. Dawbarn advised that the office was very close to having everything scanned, and that the Register’s Office was very fortunate to have excellent records.

Following review, Comm. Sandlin moved seconded by Comm. Baum to approve the budget amendment for the Register of Deeds Office as requested to continue the back-scanning project by amending \$6,000 from Account 101-34510—RDEP, Restricted for General Government, to Account 101-51600-317, Data Processing Services. The motion passed unanimously by roll call vote.

COUNTY BUILDINGS:

Mr. Ben Mankin, Maintenance Director, requested approval of the following budget amendment to replace a 2003 truck that burned. The vehicle was used to transport trustees and to pull a gooseneck trailer:

From:	101-39000 – Unassigned Fund Balance -	\$ 25,100
To:	101-51800-718 – Motor Vehicles -	\$ 25,100

Mayor Burgess advised that the tractor got stuck, and the truck was used to try to pull the tractor. With the grass being so dry, it caught on fire and burned the truck totally destroying the truck. Mayor Burgess advised that a ¾ ton truck was needed to pull the trailer and rather than shopping around for a used truck, it was being proposed to purchase a truck from the state contract, which would last longer than a used truck.

Following discussion, Comm. Jernigan moved, seconded by Comm. Jordan to approve the budget amendment for the County Buildings Department as requested amending \$25,100 from Account 101-39000, Unassigned Fund Balance, to Account 101-51800-718, Motor Vehicles. The motion passed unanimously by roll call vote.

SHERIFF’S DEPARTMENT/JAIL:

Sheriff Robert Arnold and Chief Deputy Joe Russell were present to request approval of the following budget amendments for the Sheriff’s Department and Jail to appropriate revenue received from other government agencies for a Cold Case Conference the Sheriff’s Office is hosting in August to be used for in-service training; to appropriate revenue received from MTSU for the Participation Program Award to be used for inmate classes; to appropriate revenue from the Tennessee Foundation for Agriculture for the community garden; to appropriate revenue received from donations for the SCAN Program; and to appropriate revenue received from the sale of memorial bricks for the 911 Memorial:

Increase Revenue:	101-48130 – Contributions -	\$ 7,225
Increase Expend.:	101-54110-196 – In-Service Training -	\$ 7,225
Increase Revenue:	101-48130 – Contributions -	\$ 500
Increase Expend.:	101-54210-499 –Jail/ Other Supplies/Materials -	\$ 500
Increase Revenue:	101-44570 – Contributions/Gifts -	\$ 1,700
Increase Expend.:	101-54210-499 – Jail/Other Supplies/Materials -	\$ 1,700
Increase Revenue:	101-44570 – Contributions/Gifts -	\$ 576
Increase Expend.:	101-54110-499 –Sheriff/Other Supplies/Materials -	\$ 576
Increase Revenue:	101-44130 – Sale of Supplies & Materials -	\$ 1,550
Increase Expend.:	101-54110-399 – Other Contracted Services -	\$ 1,550

Chief Deputy Russell next requested approval to appropriate revenue received before June 30 from insurance proceeds for a totaled vehicle to be used to replace the vehicle; to appropriate the remaining funds from the 2010-11 budget year from the Tennessee Emergency

Communications Board to be used for Communications In-Service Training; to appropriate funds from the Restricted for Public Safety/Jail, Workhouses, Courthouses Account to purchase a camera system in the building; to request remaining funds from the 2010-11 budget to purchase 20 new vehicles plus the equipment; and to request funds from the Unassigned Fund Balance for Other Contracted Services for an increase to the malpractice insurance for Dr. Rudd:

From: 101-39000 – Unassigned Fund Balance -	\$ 9,966
To: 101-54110-718 – Sheriff/Motor Vehicles -	\$ 9,966

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From: 101-39000 – Unassigned Fund Balance -	\$14,434
To: 101-54110-196 – Sheriff/In-Service Training -	\$14,434

From: 101-34525 – JWC – Restricted for Public Safety -	\$53,545
To: 101-54210-707 – Jail/Building Improvements -	\$53,545

From: 101-39000 – Unassigned Fund Balance -	\$550,000
To: 101-54110-718 – Sheriff/Motor Vehicles -	\$550,000

From: 101-39000 – Unassigned Fund Balance -	\$ 50,000
To: 101-54210-399 – Jail/Other Contracted Services -	\$ 50,000

Chief Deputy Russell next requested approval of the following budget amendment due to a revision by the Comptroller’s Office to the County Uniform Chart of Accounts:

From: 101-54110-199 – Sheriff/Other Per Diem & Fees -	\$ 27,000
101-54110-312 – Sheriff/Contracts w/Private Agencies -	25,000
To: 101-54110-194 – Jury & Witness Expense -	\$ 27,000
101-54110-536 – Hazardous Waste Clean Up -	25,000

Chief Deputy Russell next requested approval of the following budget amendment to request the remaining 2010 JAG Funds from the previous fiscal year into Data Processing Equipment and Law Enforcement Equipment:

From: 101-39000 – Unassigned Fund Balance -	\$ 30,135
To: 101-54110-709 – Data Processing Equipment -	\$ 30,135
From: 101-39000 – Unassigned Fund Balance -	\$ 2,125
To: 101-54110-716 – Law Enforcement Equipment -	\$ 2,125

Chief Deputy Russell next requested approval of the following budget amendment for the Administration of the Sex Offender Registry to transfer Overtime and the related benefits from the Sheriff’s Department budget to the Administration of the Sex Offender Registry budget:

From: 101-54110-187 – Sheriff’s Dept./Overtime Pay -	\$ 3,400
101-54110-201 – Social Security -	210
101-54110-204 – State Retirement -	430
101-54110-212 – Employer Medicare -	50
To: 101-54160-187 – Sex Offender Registry/Overtime Pay -	\$ 3,400
101-54160-201 – Social Security -	210

101-54160-204 – State Retirement -	430
101-54160-212 – Employer Medicare -	50

Following review, Comm. Sandlin moved, seconded by Comm. Shafer to approve the budget amendments for the Sheriff’s Department, Jail, and Administration for Sex Offender Registry as requested increasing Revenue Account 101-48130, Contributions, by \$7,225 and increasing Expenditure Account 101-54110-196, Sheriff/In-Service Training by \$7,225; increasing Revenue Account 101-48130, Contributions, by \$500 and increasing Expenditure Account 101-54210-499, Jail/Other Supplies & Materials, by \$500; increasing Revenue Account 101-44570, Contributions & Gifts, by \$1,700 and increasing Expenditure Account 101-54210-499, Jail/Other Supplies & Materials by \$1,700; increasing Revenue Account 101-44570, Contributions & Gifts, by \$576 and increasing Expenditure Account 101-54110-499, Sheriff/Other Supplies & Materials, by \$576; increasing Revenue Account 101-44130, Sale of Supplies & Materials, by \$1,550 and increasing Expenditure Account 101-54110-399, Sheriff/Other Contracted Services, by \$1,550; amending \$9,966 from Account 101-39000, Unassigned Fund Balance, to Account 101-54110-718, Motor Vehicles; amending \$14,434 from Account 101-39000, Unassigned Fund Balance, to Account 101-54110-196, Sheriff/In-Service Training; amending \$53,545 from Account 101-34525 – JWC, Restricted for Public Safety, to Account 101-54210-707, Jail/Building Improvements; amending \$550,000 from Account 101-39000, Unassigned Fund Balance, to Account 101-54110-718, Sheriff/Motor Vehicles; amending \$50,000 from Account 101-39000, Unassigned Fund Balance, to Account 101-54210-399, Jail/Other Contracted Services; transferring \$27,000 from Account 101-54110-199, Sheriff/Other Per Diem and Fees, and \$25,000 from Account 101-54110-312, Sheriff/Contracts with Private Agencies, with \$27,000 to Account 101-54110-194, Jury & Witness Expense, and \$25,000 to Account 101-54110-536, Hazardous Waste Clean-Up; amending \$30,135 from Account 101-39000, Unassigned Fund Balance, to Account 101-54110-709, Sheriff/Data Processing Equipment, and amending \$2,125 from Account 101-39000, Unassigned Fund Balance, to Account 101-54110-716, Sheriff/Law Enforcement Equipment; amending \$3,400 from Account 101-54110-187, Sheriff’s Dept./Overtime Pay, \$210 from Account 101-54110-201, Social Security, \$430 from Account 101-54110-204, State Retirement, and \$50 from Account 101-54110-212, Employer Medicare, with \$3,400 to Account 101-54160-187, Sex Offender Registry/Overtime Pay; \$210 to Account 101-54160-201, Social Security, \$430 to Account 101-54160-204, State Retirement, and \$50 to Account 101-54160-212, Employer Medicare.

The motion passed unanimously by roll call vote.

DRUG CONTROL FUND BUDGET AMENDMENT:

Chief Deputy Russell requested approval of the following budget amendment for the Drug Control Fund to provide funds to purchase a narcotics vehicle:

From: 122-54150-338 – Maintenance/Repair Vehicles -	\$15,000
To: 122-54150-718 – Motor Vehicles -	\$15,000

Comm. Jernigan moved, seconded by Comm. Sandlin to approve the budget amendment for the Drug Control Fund as requested transferring \$15,000 from Account 122-54150-338, Maintenance & Repair Vehicles, to Account 122-54150-718, Motor Vehicles. The motion passed unanimously by roll call vote.

SPECIAL PURPOSE FUND (DEA FUND) BUDGET AMENDMENT:

Chief Deputy Russell requested approval of the following budget amendment to recognize revenue received from the Federal Government and interest earnings for the DEA Fund and to appropriate the revenue for In-Service Training, Maintenance & Repair Building, Instructional Supplies, Law Enforcement Equipment, Uniforms, Other Supplies & Materials, Data Processing Equipment, and Other Equipment with the excess being recognized in Assigned for

Public Safety:

Increase Revenue:	121-47700 – Asset Forfeiture Funds -	\$136,140
	121-44110 – Investment Income -	23
Increase Expend.:	121-54110-196 – In-Service Training -	\$ 4,500
	121-54110-335 – Maint./Repair Buildings -	5,000
	121-54110-429 – Instructional Supplies/Materials -	5,000
	121-54110-431 – Law Enforcement Supplies -	5,000
	121-54110-451 – Uniforms -	2,000
	121-54110-499 – Other Supplies/Materials -	2,000
	121-54110-709 – Data Processing Equipment -	75,000
	121-54110-790 – Other Equipment -	10,000
Increase Assigned for Public Safety – 121-34725 -		\$ 27,663

The Finance Director reminded the committee that the revenue for the DEA fund could only be budgeted when it was actually received.

Following discussion, Comm. Sandlin moved, seconded by Comm. Peay to approve the budget amendments for the Special Purpose Fund (DEA Fund) recognizing revenue of \$136,140 in Account 121-47700, Asset Forfeiture Funds, and \$23 in Account 121-44110, Investment Income, appropriating \$4,500 to Account 121-54110-196, In-Service Training, \$5,000 to Account 121-54110-335, Maintenance & Repair Buildings, \$5,000 to Account 121-54110-429, Instructional Supplies & Materials, \$5,000 to Account 121-54110-431, Law Enforcement Supplies, \$2,000 to Account 121-54110-451, Uniforms, \$2,000 to Account 121-54110-499, Other Supplies & Materials, \$75,000 to Account 121-54110-709, Data Processing Equipment, \$10,000 to Account 121-54110-790, Other Equipment, with an increase of \$27,663 to Account 121-34725, Assigned for Public Safety.

The motion passed unanimously by roll call vote.

REQUEST FROM CORRECTIONAL WORK CENTER TO SUBMIT ADOPT-A-DOG GRANT APPLICATION:

Chairman Ealy advised that the Correctional Work Center Superintendent requested approval from the Public Safety Committee to apply for up to \$5,000 in the form of a grant for the Adopt-a-Dog program which would require a one-half match of whatever grant amount was received. The application had to be in by August 1, 2011. Mr. Salandy advised that at this time they would only build the dog houses which would be given away. The program could be expanded to include caring and training of dogs to be adopted.

Mayor Burgess advised that some of the matching money could be received from in-kind donations such as lumber and materials. Mayor Burgess advised that the inmates would not be training or caring for dogs. He explained that they would be building dog houses, which in turn would be given to PAWS, and PAWS would be able to provide them to citizens who needed them.

Following discussion, Comm. Sandlin moved, seconded by Comm. Jordan to authorize the County Mayor and the Correctional Work Center Superintendent to submit an application for up to \$5,000 for a grant for the Adopt-A-Dog Program, which would require a one-half match of whatever grant amount was received. The motion passed unanimously by acclamation.

**OTHER BUSINESS**

HIGHWAY FUND BUDGET AMENDMENT:

The Finance Director requested approval of the following budget amendment for the Highway Fund to meet the maintenance of effort. She presented a copy of the Highway Certification Worksheet, advising that during the budget process, she was working with projections. Now that the year has ended, she missed the projected revenue by \$3,000:

Increase Revenue:	131-40210 – Local Option Sales Tax -	\$4,000
	Increase Assigned for Highway/Public Works – 131-34750 -	\$4,000

Comm. Sandlin moved, seconded by Comm. Jordan to approve the Highway Fund budget amendment as requested increasing Revenue Account 131-40210, Local Option Sales Tax, by \$4,000 and increasing Account 131-34750, Assigned for Highway/Public Works, by \$4,000. The motion passed unanimously by roll call vote.

ADJOURNMENT:

There being no further business to be presented at this time, Chairman Ealy declared the meeting adjourned at 6:49 P.M.

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Elaine Short, Secretary